

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

POWER PLANT SUPERVISOR

JOB DESCRIPTION

Employees in this job have overall responsibility for the operation and maintenance of the steam and/or electric generating power plant.

There is one classification in this job.

Position Code Title – Power Plant Supervisor-1

Power Plant Supervisor 11

The employee serves as a first-line supervisor directing the work of shift operators, assistant operators, and trades people in power plants producing both steam and/or electricity. The employee exercises considerable independent judgment to adapt and apply the guidelines to specific situations as needed.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Checks daily logs to determine proper operation of equipment.

Lays out and inspects completed work on boiler repairs, plumbing, pipe fitting, generators, turbines, switch gears, and other electrical work.

POWER PLANT SUPERVISOR

PAGE No. 2

Instructs shift operators in changes in boiler and/or electrical generating operations.

Requisitions supplies, materials, and repair parts.

Prepares daily and monthly reports of power plant operation, power usage, and costs.

Supervises the training of steam and/or electric plant operators and assistant operators.

Makes estimates of labor and/or materials for repair or new construction.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the operation and maintenance of high-pressure boilers, electrical generating equipment, and related mechanical equipment in a steam and/or electric generating power plant.

Considerable knowledge of relevant mechanical and electrical systems throughout the plant.

Considerable knowledge of electrical and pneumatic controls and automatic boiler controls.

Considerable knowledge of electrical circuits pertaining to boiler controls.

Considerable knowledge of the occupational hazards and safety precautions applicable to the work.

Considerable knowledge of training and supervising techniques, and employee policies and procedures.

Considerable knowledge of labor relations and applicable union contracts.

Considerable knowledge of equal employment opportunities and affirmative action practices relative to personnel actions.

Ability to work with high voltage equipment.

Ability to train and supervise power plant operators, tradespeople, and others in the operation and maintenance of the power plant and related systems.

Ability to keep accurate records and prepare daily and monthly reports of power plant operation, power and water usage, and costs.

Ability to detect operating defects and faults.

POWER PLANT SUPERVISOR

PAGE No. 3

Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.

Ability to maintain work schedules and uphold work standards.

Ability to communicate effectively with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand for extended periods.

The job duties require an employee to move heavy objects.

Education

Educational level typical acquired through completion of high school.

Experience

Two years of experience equivalent to a Power Plant Operator 10.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
POWPLSPV	Power Plant Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Power Plant Supervisor-1	POWPSPV1	NERE-069

POWER PLANT SUPERVISOR

PAGE No. 4

ECP Group 3
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